

Hertford County Emergency Communications Governance Board Minutes

Meeting Date: April 2, 2014

Time: 10:00 AM

Location: Hertford County Emergency Service EOC

Topic: Governance Meeting

Attendees: Chris Smith – Emergency Management Director/Fire Marshal, , James Broglin – EMS Director , Troy Fitzhugh – Ahoskie Police Chief, Ken Dilday – Ahoskie Fire Department, Joe Murray – Citizen at Large, Bryant Cook – Hertford County Firefighters Association, Juan Vaughan – Hertford County Sheriff,

Board Members Not Present: Ronald Gatling – Hertford County Commissioner, Sarah Wallace – Murfreesboro Town Councilwoman, Maurice Vann – Ahoskie Town Councilman, Darrell Rowe – Murfreesboro Police Chief.

Other Present: Ernie Olds – Consultant, Loria Williams – County Manager, Sara Turner – GIS/Land Records/E911 Addressing, Eric Koss - IT Director, Ray Wiggins – Assistant County Manager.

10:00 A.M. Chris Smith called meeting to order. Minutes from last meeting were presented. Motion was made by Sheriff Vaughan to approve minutes as is and motion was seconded by Chief Fitzhugh. No discussion. All in favor. Motion carried.

Old Business:

E-911 Director Interviews - Loria Williams Update

- Discussed the interview process of the 3 applicants, and thanked panel for going through the applications.
- David Brown was chosen by the panel.
- Offer was made and accepted 4/7/14 – will be formalized with commissioners at next meeting.
- Scheduled to begin work 4/10/14.

Draft Assessment Report

- Two errors on turnover date (should read 2016 – NOT 2015) pg 7.
- Update on the differences between reports
 - Spelling and grammatical mistakes fixed.
 - IT infrastructure reduced to \$50,000 – adjusted and everything was brought down into budget.
 - Adjusted high/low to 15% since contingency was also included.
 - Added page numbers.
 - Identified Vendor Information.
 - Attachment 4 was included - not to show layout, but to show there was proof that the space needs are viable.

- Discussion
 - Loria Williams – Present this to the governing body then address the schematic design from there: To the group – all configuration concerns need to be addressed to Ernie Olds.
 - Ernie Olds – All interests in the EOC need to be present at early meeting of design schematics. Will not move forward until there is a consensus. Schedule of meetings is found on page 7. Schedule will be refined after schematics and technology packets are known and understood.
 - Loria Williams and Ernie Olds – Discussion was had on the state approvals being continuous and that typically process everything through county permitting for site and building. No DOI reviews should be involved due to it being grant money, not taxpayer money. It also falls under 10,000 sq/ft.
 - Loria Williams – Budget Concerns
 - Referencing 3.1.1 dealing with 2 references to Southern Software – How quickly can we determine CAD info?
 - Chris Smith – Early on it was decided that the group wanted to use Southern Software and Easy Page because they are currently being utilized and we can upgrade our systems instead of bidding new components out
 - Loria – Will let Sherri set up a time with those vendors to determine specifics
 - Chief Fitzhugh – Correction needs to be made to Table 3 to show that Ahoskie has all three items listed in the table.
 - Loria Williams – extended to group that Easy Page in reference to the vendors, will be given the same specs as the requirements, but emphasized that a contract will have to be signed.
 - Master Clock was discussed and will be discussed further when bids are in hand.
 - Century Link vs. Wireless was discussed with the advantages and disadvantages pointed out of each
 - IDS and security issues were discussed and the possibilities of implementing elsewhere.
 - Emergency Generator was discussed (one standalone). Is there a plan “B”? – Truck generator/mobile options.
 - Building entry was discussed – Ernie suggested airlock or vestibule open to public – key card access past that point – different staff entry point possible. Options are available
- Ernie Olds – Will make any adjustments and corrections and will return to Chris electronically

New Business:

E-911 Director – Loria Williams

- Board of Commissioners will have to finalize the position. Prudent to put Hertford County Central Communications under his supervision immediately. The group needs to get together and create user groups to talk about the different processes and procedures that will need to be produced. Hope to put Mr. Brown in training immediately.
- Discussion was had on when that training will occur and consensus to get the groups together after Mr. Brown is trained.

Other

- E-911 State Board meeting scheduled for April 16, 2014 with Richard Taylor. – Objective will cover how to spend the funds.
- Chris Smith – In need of conflict resolution on meeting time for town council representative – no discussion was made. James Broglin motioned to keep meeting times as is; Bryant Cooke seconded. No discussion. Motion carried.

Next Scheduled Meeting: May 7, 2014 – 10:00 AM @ EOC